

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Engineering Technician	<b>DISTRICT/DIVISION/OFFICE</b> DIST. 06 / 350 TMC	
<b>WORKING TITLE</b> TMC Operator	<b>POSITION NUMBER</b> 906-350-3175-xxx	<b>EFFECTIVE</b> 10/2011

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the supervision of a Senior Transportation Engineer, the incumbent will independently staff and operate the District 6 Transportation Management Center (TMC) with the objective of efficiently managing traffic on the District 6 highway system. This will be accomplished by monitoring highway conditions, detecting congestion and incidents, determining and enacting appropriate response, and disseminating motorist information. During off-peak hours, the incumbent will also be responsible for traffic engineering work including field surveillance, traffic counts, analyses, operational reports, Traffic Management Plans, and recommendations for improvement projects. **This position is only available to candidates that successfully pass the Department of Justice background check. The incumbent will also required to sign CHP form 101A annually.**

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% (E)	<b>TRAFFIC PLANNING AND ENGINEERING:</b> Collect traffic flow and accident data; analyze traffic flow and operation; assist in the preparation of traffic plans and special operations during major events; assist in the planning of alternative routes and methods for direction of traffic and executing the plan during actual emergency highway closures; assist

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<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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in the preparation Traffic Management Plans for construction projects. Review project traffic handling plans as well as district-wide Detour Plans.

- 35% (E)     **STAFF AND OPERATE TMC:**  
Monitor Caltrans, CHP, and other agencies on scanners and radios; monitor media traffic reports (TV and Radio); transmit/receive and monitor messages to/from the Traffic Management Team (TMT); maintain log of TMC activities; monitor freeway operation utilizing surveillance software and hardware; accumulate lane closure data, both construction and maintenance; answer telephones; coordinate Incident Response Team; maintain computer log of all incidents; operate fixed and portable traffic control elements such as Changeable Message Signs and Highway Advisory Radios; maintain communications with various local media personnel, traffic reporters, and public affairs; provide real-time motorist information; attend periodic meetings to discuss traffic operations. Interpret Traffic Management Plans and apply them to situational problems during incident responses.
- 15% (E)     **TRAFFIC MANAGEMENT:** Plan and manage traffic control for special events. Assist in the preparation for planned and/or emergency highway closures. Work closely with the Freeway Service Patrol and Maintenance and construction personnel.

***SUPERVISION EXERCISED OVER OTHERS***

No direct supervision will be exercised; however, incumbent may be required to train new employees in their particular expertise.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

Incumbent is expected to have some knowledge of departmental operations, traffic engineering principles, traffic operational analysis, computer principles and CADD use. Ability to analyze traffic situations accurately, evaluate solutions, make effective recommendations, and translate them into written reports. Posses an operating knowledge of the various traffic information systems and devices and how they relate to the motoring public. A working knowledge of traffic controls used by maintenance and construction is desirable. Will be called upon to go into 24 hour operation on known high traffic volume holidays and times of adverse weather conditions. Must have good command of the English language, both written and verbal, and clear voice to be understood over the radio. Must be able to carry out verbal and written instructions, give verbal directions and work with others. Must be familiar with state and local road system of the San Joaquin Valley.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

An error in judgment could delay the response to incidents, interrupt the flow of information between Caltrans and CHP, and result in poorly operated management system. Delayed or inaccurate information to motorists and other agencies could result in a breakdown of traffic flow, lost time to motorists, and loss of credibility. The most extreme errors could result in a tort liability judgment against the State.

***PUBLIC AND INTERNAL CONTACTS***

Incumbent will assist or represent the Senior Transportation Engineer or the Transportation Engineer (Civil) at meetings within Caltrans and/or with other agencies. Incumbent will have frequent and continual contacts with other Caltrans personnel, CHP, cities, counties, and other public agencies, general public, and news media.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Because of the 24 hr per day, 7 day per week nature of the TMC, incumbent may be required to work a variety of shifts including night and swing shifts. Work in the TMC will involve extended periods of sitting. Incumbent must be prepared to communicate clearly with a variety of agencies and individuals using two-way radios, telephones, and computers during emergency situations and direct communications appropriately in a stressful environment.

***WORK ENVIRONMENT***

The incumbent will be working in a darkened room with video monitors at times. Other work may be done with the aid of artificial light.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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Employee's Name

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Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor's Name – BENJAMIN C. CAMARENA

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Signature Date